



# Chief Executive Officer

## Davenport, Iowa

**DR*i* Waterstone**  
HUMAN CAPITAL

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# About Community Action of Eastern Iowa

## Helping People, Changing Lives

Established in 1965, Community Action of Eastern Iowa (CAEI) provides services to over 25,000 people annually across Cedar, Clinton, Muscatine, and Scott Counties in Iowa. The agency is supported by approximately 150 staff members and a 15-member board of directors.

## Mission

Community Action of Eastern Iowa respectfully partners with people to improve their health, finances, and education.

## Head Start Mission

Community Action of Eastern Iowa's Head Start program provides high quality comprehensive early childhood services to qualifying children 0-5 and their families in partnership with their communities to achieve school readiness.

## Vision

Community Action of Eastern Iowa cares about children, individuals, families, and neighborhoods. CAEI wants to make eastern Iowa a better place to live, work, and enjoy life.



# Programs and Services

Community Action of Eastern Iowa (CAEI) offers an array of programs and services to support families and individuals throughout the community.

**Head Start and Early Head Start** programs provide comprehensive early childhood services to eligible children ages 0-5 and their families to promote school readiness. Services include nutrition, dental, health, mental health, and family support. During the 2023-2024 program year, the programs served 385 children from 330 families.

The **Child Care Resource and Referral Program** serves a 19-county area and helps families find childcare providers that match their needs. Child Care Consultants provide on-site support to licensed preschools, centers, and both registered and nonregistered home providers.

The **Family Development and Self-Sufficiency Program** serves a five-county area and helps families receiving Family Investment Program (FIP) benefits build a more secure future. Working with a Family Development Specialist, families assess their strengths and create an action plan. CAEI provides support by connecting families with resources and helping them overcome obstacles.

CAEI collaborates with our community partners to provide a emergency food, personal care items, and diapers through its 24/7 **Food Pantry** located at the Davenport Office location.

CAEI provides **Utility Bill Assistance** to help offset energy costs for lower-income households. Eligible residents can also receive box fans, air conditioners, and furnace repair services.

Through its **Weatherization** program, CAEI improves home energy efficiency and safety. Trained staff visit homes to create customized savings plans. Services include adding insulation, repairing furnaces, and implementing safety measures. CAEI weatherizes approximately 100 homes annually.



DRiWaterstone is proud to lead this search.

# Davenport and the Quad Cities

Davenport, the third-largest city in Iowa, is part of the Quad Cities metropolitan area that straddles the Mississippi River between Iowa and Illinois.

Despite its name, the Quad Cities actually comprises five principal cities: Davenport and Bettendorf in Iowa, and Rock Island, Moline, and East Moline in Illinois. While each city maintains its distinct identity, their downtowns cluster along the shared riverfront. Through collaborations in business, services, and the arts, the region functions like a single larger metropolitan area, offering comprehensive amenities to residents.

The Quad Cities consistently ranks highly for quality of life, business environment, and cost of living. The region's economy centers on the Mississippi River, with strengths in global agricultural and defense manufacturing, food production, and logistics. Residents and visitors enjoy outdoor recreation, summer festivals, museums, and unique experiences through various tours – from manufacturing facilities to farms and artist studios. Davenport particularly stands out for its affordable housing market and rich cultural scene, featuring the world-class Figge Art Museum and the historic Adler Theatre. The city's location also offers convenient access to major metropolitan areas, with Chicago just three hours away and Des Moines within two and a half hours' drive.

The selected candidate may be based anywhere in the four-county region that CAEI serves, including Cedar, Clinton, Muscatine, and Scott counties.



# The Opportunity

## A Servant Leader

Reporting to the Board of Directors, the CEO is a collaborative leader who inspires families, staff, external partners, funders, and the public. The CEO provides executive oversight of board relations, resource development, program and service delivery, external partnerships, finance and budgeting, advocacy, and community building.

The CEO will apply strong business acumen and financial expertise to align resources with program priorities. The CEO will embrace creative and innovative solutions to address pressing community challenges, including leveraging technology for more effective service delivery. Responsible for managing the organization's finances, the CEO will ensure adequate resources to fulfill the mission while maintaining compliance with all grants and contracts.

Working closely with the Board, the CEO will advance the mission of Community Action of Eastern Iowa: engaging parents, children, and vulnerable families through financial support, access to critical services, and partnerships that strengthen and sustain thriving communities.



## Responsibilities include:

- ❖ Attracting and retaining top talent.
- ❖ Training and developing staff through professional development, mentorship, and succession planning.
- ❖ Managing and optimizing the organization's financial strength.
- ❖ Securing and effectively distributing funds from Community Services Block Grants.
- ❖ Engaging with community stakeholders to build partnerships to support families in a community where they can thrive.
- ❖ Representing CAEI as the public leader and spokesperson in the community with the ability to connect with constituents at all levels of the organization's impact including recipients, community leaders, and state legislators.
- ❖ Reporting performance on organizational goals and objectives to the Board of Directors.
- ❖ Developing and refining CAEI's Strategic plan with agility and innovation in an ever-changing economic climate.



## The Candidate

### Experience, skills and qualifications:

- ❖ 10 years of progressive leadership experience with at least five years in senior management. Experience leading large teams (5-6 direct reports, ~150 team members)
- ❖ Proven ability to attract, retain, and mentor top talent while fostering professional growth, succession planning, and a strong organizational culture.
- ❖ Strong financial management acumen, including experience with government reimbursements, contracts, and multiple revenue streams, coupled with a demonstrated commitment to sound fiscal oversight.
- ❖ Understanding of diverse cultures and willingness to immerse in the communities served.
- ❖ Deep understanding of CAEI's support areas including Head Start, residential financial support, childcare, and emergency funding.
- ❖ A commitment to CAEI's mission of respectfully partnering with communities and individuals to improve their health, finances, and education.
- ❖ Ability to leverage technology and data-driven insights to streamline operations and develop solutions to address evolving community needs.
- ❖ Experience in grant writing and securing diverse funding sources, including government grants and private philanthropy, to ensure long-term financial sustainability.
- ❖ Experience establishing strong connections and working with government officials, community leaders, and donors to advance the organization's mission.
- ❖ A dynamic and compassionate spokesperson who can effectively communicate with both internal and external audiences.
- ❖ Bachelor's degree required. Masters Degree in Public Administration or a related field preferred.
- ❖ Previous experience reporting to a Board of Directors is required.

DRiWaterstone is proud to lead this search.



Submit your application at:  
<https://driwaterstonehc.com/position/ceo-caei/>

**Salary Range:** \$120,000 - \$130,000 based on experience and qualifications

**Location:** Davenport, Iowa. The selected candidate should live anywhere in the four-county region that CAEI serves, including Cedar, Clinton, Muscatine, and Scott counties.

**Travel:** Travel is expected throughout the four-county service area and beyond as needed.

#### **Equal-opportunity Employer**

Community Action of Eastern Iowa is an Equal Opportunity Employer and provider and does not discriminate based on Race, Religion, Color, National origin, Sex, Age, Sexual orientation, Physical or mental disability, Gender identity, Creed, Marital or familial status, Ancestry, Pregnancy, Veteran or military status, Unfavorable Discharge from military service, or Request for FMLA leave.

## **About DRiWaterstone**

DRiWaterstone has been exclusively retained for this engagement. All first-round interviews for this position will take place via video conference with DRiWaterstone.

DRiWaterstone is a women-founded executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.